



MICHIGAN

PROFESSIONAL EMERGENCY MANAGER (PEM)

PROGRAM MANUAL

Achieving the Michigan Professional Emergency Management (PEM) Designation

Follow the four (4) steps below:

1. Register for the [Professional Emergency Manager \(PEM\) Program](#).¹
2. Complete and pass all of the required coursework in the table below (*recommended order*).

Course Title	Learning Mode	Length
FEMA Independent Study (IS) Professional Development Series (7 courses)	Online	Self-Paced
NIMS Training (IS-100, 200, 700, 800, and classroom course ICS-300)	Online and Classroom	Self-Paced ICS-300, 2 Days
Damage Assessment Teams	Online	Self-Paced
Damage Assessment for Emergency Operations Centers ²	Online	Self-Paced
Grants and Resources	Online	Self-Paced
Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR)	Classroom	3 Days
Basic Public Information Officers (PIO) Workshop (G290)	Classroom	2 Days
Incident Command System (ICS)/Emergency Operations Center (EOC) Interface (G191)	Classroom	1 Day
IS-393 Introduction to Hazard Mitigation	Online	Self-Paced
Hazard Mitigation/Comprehensive Plan Interface (G626)	Classroom	2 Days
IS-139 Exercise Design	Online	Self-Paced
Exercise Design, Development, Evaluation and Improvement Planning Course (G120/G130)	Classroom	3 ½ Days

NOTE 1: All registrants for these courses will stay in "pending status" until a course manager reviews/ approves the registrations. This is generally done about three weeks prior to the course start date when acceptance or denial notices are emailed to the registrants.

NOTE 2: PEM Course Approval Priority Policy:

First priority: Local, state, and tribal personnel in the emergency management field (those needing to complete a course for an upcoming exam will be considered).

Second priority: Others within the state who support emergency management functions.

Third priority: Federal employees and all others (who do not directly support emergency management functions within the state).

3. Have a minimum of two years of experience in emergency management or a related field at the time of the examination application.
4. Register for the comprehensive [Professional Emergency Manager Examination](#), after completing steps 2 and 3 above, at least 30 days prior to examination date. A passing grade of 75% on the examination is required.

¹ Applicants must complete the program within a four-year period from time of registration acceptance. See process clarification and details on page 3.

² Damage Assessment for EOCs online is required as a prerequisite for MI-CEMKR. If the MI-CEMKR course had already been completed, this online course is recommended but not required.



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Participation Requirement³

All PEM designees must engage in Annual Continuing EM Participation (ACEP) by completing any three of the five options below with proof of completion:

- ☐ Attend online or classroom EM training – 8 hour minimum (time substantiation required)
- ☐ Attend a relevant conference⁴ – (certificate or other proof required)
- ☐ Exercise planning or participation, not only observation – (planning team lead letter of substantiation or copy of sign-in roster required)
- ☐ Write publication or article – (copy and description of relevance required)
- ☐ Significant *real-world incident* or a *large-scale planned event* (e.g., G8 Summit, Super Bowl, Detroit Auto Show, etc.) – (proof of participation required)

The ACEP requirement period (period of time in which you participated in the above list of activities) extends from October 1 to September 30 each fiscal year.⁵ All submissions for renewal must be submitted by October 30 for the past fiscal year, and completion documentation must be retained for a minimum of three years. You will be required to certify you have completed three out of the five emergency management-related activities above. Below is an example of the certification language.

☐ *I certify the above information to be true and accurate as of [date of submission] for the fiscal year [past fiscal year]. Furthermore, I am prepared to provide substantiation documentation as proof of completion within 30 days of being requested to do so.*

You will not be required to submit documentation for the ACEP requirement at the time of the certification. Documentation for the ACEP requirement will be audited (similar to the emergency medical technician tri-annual re-certification.) A random subset of current PEMs will be asked to provide substantiation documentation for review. If you are selected, you must provide the documented proof of completion within 30 days of the request by either:

1. uploading into your MI-TRAIN account, **or**
2. providing hard copies, **or**
3. emailing electronically-scanned copies.

In the fourth quarter of each fiscal year (July through September), all active PEMs will receive an email containing a link. The link will direct you to a questionnaire that must be completed/updated to ensure that contact information is accurate and to certify completion of the annual participation requirements.

Failure to comply with the ACEP requirements set forth in this training plan will result in revocation of use of the “PEM” title by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

³ The MI-TRAIN ACEP site will be ready to use by summer 2014. An announcement will be made via email to all current PEMs when the site is available. Due to the delay in PEM program modifications, EM participation from 2012 and 2013 can be used as part of this upcoming ACEP submission along with your 2014 EM participation. This only applies for this cycle. Subsequent cycles will only accept continuing education submissions from the current fiscal year.

⁴ The MSP/EMHSD will no longer review conference agendas for possible training hour credits. If a relevant conference is attended and proof of attendance is provided, credit will be given.

⁵ The MSP/EMHSD is moving from a calendar year cycle to a fiscal year (FY) cycle to better coordinate with the US-DHS/FEMA grant reporting cycle.



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PEM Process Clarification and Detail

STEP 1: PEM registration/application process.

When you register on MI-TRAIN, you will be asked to provide your local emergency manager's name and contact information. It is anticipated you have, or will establish, a relationship with this person and are, or will become, a resource to the local emergency management (EM) program as part of your own professionalization. Active participation in the field of emergency management is expected in order to maintain this designation.

This question will be asked of first responders, private corporation employees, volunteers (e.g., Citizen Corps members), and non-governmental organizations (e.g., Salvation Army, American Red Cross, etc.) that support emergency services in the state. All applicants not affiliated with a state agency or local EM program must also have the support of their organization to participate in the PEM program, which will be demonstrated by a letter of recommendation from your organization.

If your role is local emergency management coordinator, you will be approved by affiliation.

The following request will be sent to the local emergency manager.

This is to inform you that *[individual name]* with *[organization]* has applied for the Michigan Professional Emergency Manager (PEM) Program. They listed you as their local emergency management coordinator. They can be contacted at *[phone number and email]*.

Do you recommend they participate in this program? If not, please explain. Your reply is requested within 14 days so we can promptly process this request.

You may approve or deny the applicant, speak to the applicant to obtain clarification and intention in order to make a more informed decision, or defer this decision to the PEM Advisory Board for final resolution. The PEM Advisory Board meets bi-monthly.

Thank you for your time and commitment to the Michigan Professional Emergency Manager Program.

Michigan State Police
Emergency Management and Homeland Security Training Center

State employees in support of Michigan emergency management functions do not need to provide this information. They need to confirm which state agency/department program/division they support, and will be accepted into the program based on this information.

Employees of federal agencies and for-profit organizations may participate; however, their organization must provide a letter confirming support of their participation.

Lodging, meals, and transportation are the responsibility of the student or their organization.



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STEP 2: Complete required coursework.

Verification of course completion must be submitted in your MI-TRAIN account by uploading the course certificate, *if* the course was not a MI-TRAIN registered course. Courses registered for and completed through MI-TRAIN will be added to your transcript after course completion and verification.

STEP 3: Minimum of two years of experience in emergency management.

The applicant for examination shall have experience in the emergency management field, as approved by the PEM Advisory Board and the MSP/EMHSD (with a minimum of two years of experience prior to applying for the examination), as verified by their local emergency management coordinator or the PEM Advisory Board.

STEP 4: PEM examination application process.

To apply for the examination, the applicant must complete all requirements prior to examination application completion. The examination application must be submitted no later than 30 days prior to the date of the PEM examination. Applications are available on MI-TRAIN, identified as "PEM Examination." Prior to approval, your application will be reviewed to verify completion of all prerequisites. Application approval or denial will be provided at least three weeks prior to the examination date.

PEM of the Year

Each year, the MSP/EMHSD will honor one Professional Emergency Manager who has contributed distinguished service to the profession. One nomination from each region will be made via the District Coordinator (DC) to MSP/EMHSD command. The PEM of the Year award will be presented each fall at an appropriate conference or public event designated by the MSP/EMHSD.

The PEM of the Year award is presented to the individual who has demonstrated professionalism in one or more of the following areas:

- Advancement of the emergency management profession through training or administration.
- Development of an innovative concept in emergency management planning or operations.
- Outstanding contributions in the field of emergency management, including practical application of emergency management techniques or principles.
- Valuable contributions through research and successful adaptation of research findings to a practical emergency management situation.
- Implementation of a difficult emergency management program through perseverance in its development and promotion.
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical, and balanced solutions.



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Program Authority

In accordance with the Michigan Emergency Management Act, Public Act 390 of 1976, as amended, the MSP/EMHSD is required to “set forth standards and requirements for training and professional development of emergency management coordinators in Michigan.” The PEM Program Manual is MSP/EMHSD’s solution to this requirement.

PEM Advisory Board

According to the Michigan Emergency Management Act, “the Board shall advise the emergency management division in matters pertaining to the application and registration of emergency management coordinators as professional emergency managers. The member of this Board will serve voluntarily in a manner prescribed by the emergency management division.” The emergency management division is the MSP/EMHSD.

The PEM Advisory Board is currently composed of a local emergency manager from each region, a Michigan Emergency Management Association (MEMA) representative, and a respected expert in the field.

The PEM Advisory Board follows guidelines as documented by the Board of Registration PEM By-Laws regarding the Board membership, PEM Application, PEM Examination, PEM Registration, and PEM ACEP.

The Board meets on a regular basis, bi-monthly.

Further Information

Please direct any questions or concerns regarding the Michigan Professional Emergency Manager Program Manual and related emergency management courses to msp-em@michigan.gov.



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MI-TRAIN Registration and Course Tracking

[MI-TRAIN](#) is the Michigan State Police's learning management system. All courses, conferences, and training plans (e.g., the PEM program) offered by the MSP/EMHSD will be tracked on MI-TRAIN and require a system account and registration.

It is required that all outside course certificates necessary for completion of the PEM designation be uploaded to MI-TRAIN after course completion and prior to the PEM examination application. This enables the MSP/EMHSD to better track the course prerequisites and progress of those obtaining and maintaining the Michigan PEM designation. Upon successful completion and verification of the courses provided by the MSP/EMHSD, a certificate will be automatically generated and made available in the student's MI-TRAIN account.

Procedure to upload non-TRAIN course certificates:

- First, you will need to scan a copy of your certificate and save the electronic file, preferably in *.pdf, onto your computer.
- Next, log into your MI-TRAIN account and select **My Learning** on the right side of the screen.
- For FEMA Independent Study courses (most are reflected in TRAIN), follow step "a." below. For other non-TRAIN courses, follow step "b." below.
 - a. FEMA IS Courses – First select **Current Courses** and then select the **M** to the right of the course name. Now select the **Completed** button, select **Ok**, and finally select **Back** twice to return to the My Learning section.
 - b. Non-TRAIN courses – First, add the course to your transcript. To do this, scroll down to the section labeled Non-TRAIN Courses and select **Add**. Enter course information, select **Ok**, and finally select **Back** twice to return to the My Learning section.
- Select the **TRAIN Transcript** button.
- You will now see a list of all courses you have registered for through MI-TRAIN. Find the course and select **Upload External Certificate**.
- You will be asked to name the certificate. Select the **Browse** button, find your scanned training certificate, and then select **Upload** to MI-TRAIN.
- Once uploaded, your certificate will remain in your MI-TRAIN account unless you delete it from your transcript.